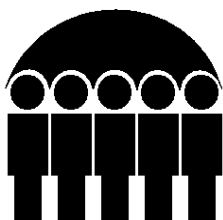


Revised April 13, 2007

Management Manual
Title 24
Chapter D Appendix

STATE VEHICLES

APPENDIX



Iowa
Department
of
Human Services

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Fleet & Mail Division Monthly Vehicle Report, 338-0083

Purpose	<p>The <i>Fleet & Mail Division Monthly Vehicle Report</i> enables the General Services Enterprise (GSE), Division of Fleet and Mail Services, to collect necessary data for each state-owned vehicle in the motor pool.</p> <p>Note: For vehicles assigned to the Department, this report is completed on line. See Vehicle Mileage Reporting System Users Guide for instructions.</p>
Source	<p>The log book is issued with the state vehicle.</p>
Completion	<p>The GSE Division of Fleet and Mail Services fills in the top of the page and completes the month-end tally.</p> <p>The authorized driver shall record the names of the towns traveled from and to, any purchases or repairs that have been made, and mileage in the proper columns daily. Abbreviations may be made when necessary. All columns must be totaled and entered in the "totals" row.</p>
Distribution	<p>Return the log book with the vehicle.</p>
Data	<p>The data to be reported includes:</p> <ul style="list-style-type: none">◆ The destination of the trip ("from" and "to" locations)◆ The daily ending mileage on the vehicle◆ The number of miles driven each day◆ The source, amount, type, and cost of any fuel purchased◆ The source, amount, and cost of oil purchased◆ Any costs incurred for tires, parts, labor, or other items◆ The total costs incurred for the day

Report of Motor Vehicle Accident, 433002

Purpose	The purpose of form 433002 is to report accidents to the Iowa Department of Transportation.
Source	<p>This form is usually placed in the glove compartment of a state-owned vehicle. It can also be:</p> <ul style="list-style-type: none">◆ Printed from the Department of Transportation web site, http://www.iamvd.com/ods/accidents.htm◆ Obtained from: Iowa Department of Transportation Office of Driver's Services Park Fair Mall PO Box 9204 Des Moines, Iowa 50306-9204
Completion	When combined property damage to all parties involved in an accident exceeds \$1,000 or when a personal injury occurred, the driver of the vehicle shall complete the form within 72 hours following an accident. If the driver of a state vehicle is not physically able to complete the form, the unit responsible for the vehicle shall complete it.
Distribution	Send the original directly to Iowa Department of Transportation. Send one copy to the GSE Division of Fleet and Mail Services and one copy to the Division of Fiscal Management. Employees may photocopy the form for office files and personal records.
Data	<p>The form collects information about:</p> <ul style="list-style-type: none">◆ Both vehicles and drivers involved◆ The location and description of the accident◆ Damages and injuries incurred◆ Insurance coverage

Vehicle Accident Report

Purpose	The purpose of the <i>Vehicle Accident Report</i> is to report any accident in which state vehicles or business is involved to the GSE Division of Fleet and Mail and the Division of Fiscal Management.
Source	This form is available on line at: http://das.gse.iowa.gov/fleet/vehicle_accident_rep.pdf .
Completion	<p>The state employee who was driving the vehicle at the time of the accident shall prepare the report immediately following an accident involving either:</p> <ul style="list-style-type: none">♦ A state-owned vehicle, or♦ A personal vehicle being driven on state business. <p>Note: This form is sufficient to report the damage when:</p> <ul style="list-style-type: none">♦ No personal injuries are sustained, and♦ The combined property damage to all parties involved is less than \$1,000. <p>If damage incurred exceeds \$1,000 or personal injury is involved, then in addition to this form, the employee should also complete the Iowa Department of Transportation's <i>Report of Motor Vehicle Accident</i>, form 433002, within 72 hours.</p>
Distribution	Send the original directly to the GSE Division of Fleet and Mail. Send one copy to the Division of Fiscal Management. If the employee wishes to keep a copy, the employee may photocopy the completed form.
Data	The form collects information about the time and location of the accident, the vehicles involved, property damage and personal injuries, witnesses, circumstances of the accident, and the investigating officer.

Vehicle Assignment Form, 338-0072

Purpose	Form 338-0072 is used to assign state-owned vehicles to state agencies or individuals within state agencies.
Source	The GSE Division of Fleet and Mail issues supplies of this form.
Completion	Authorized staff in the Division of Fiscal Management or the institution complete this form.
Distribution	Central office and institution staff shall keep the green copy in agency files. Submit the original and all other copies to the GSE Division of Fleet and Mail.
Data	<p>Complete the top half of the form with the action, vehicle number, agency name, accounting code, location, driver name, driver's license number, driver's official domicile, domicile address, home and work phone numbers, and vehicle's primary use.</p> <p>The authorized person in the Division of Fiscal Management or institution will complete the vehicle number and sign and date as Department authorization.</p> <p>The driver shall sign the form and take it to the Vehicle Dispatcher garage to pick up or return the vehicle.</p>

Vehicle Mileage Reporting System User Guide

Purpose	The Fleet and Mail Services Division <i>Vehicle Mileage Reporting System User Guide</i> is a reference manual that provides instructions for completing the monthly mileage report for state vehicles on line.
Source	Access the guide at: http://das.gse.iowa.gov/fleet/index.html . Select "Vehicle Mileage Reporting System User's Guide."
Completion	<p>The person at each site who is authorized to make entries into the Vehicle Mileage Reporting System Report may use this guide for instructions on accessing the system and entering report data.</p> <p>Offices with assigned vehicles shall submit the mileage report by the 15th calendar day of the month. Offices with leased vehicles from the DAS state motor pool shall submit the mileage report by the first working day of the month.</p>

Vehicle Request (Cargo Vehicles)

Purpose	This form is used to request replacement of any state-owned cargo vans, pickups, trucks, buses, sport utility vehicles, and special design units.
Source	Photocopy supplies of this form from the sample in the manual as needed.
Completion	The superintendent or designee of the institution requesting one or more replacement or new cargo vehicles prepares this form when final Department approval is received for replacement or purchase of a vehicle of this type.
Distribution	Send the original request directly to the Vehicle Dispatcher's office. Send one copy to the Division of Fiscal Management. Keep one copy for the office files.
Data	<p>When preparing this form for more than one new vehicle, attach a summary sheet.</p> <p>The GSE Division of Fleet and Mail assigns license numbers.</p>

Vehicle Request (Passenger Vehicles)

Purpose	This form is used to request replacement or purchase of any state-owned passenger cars, station wagons, or vans.
Source	Photocopy supplies of this form from the sample in the manual as needed.
Completion	The Division of Fiscal Management (or the superintendent or designee of the institution) prepares this form when final Department approval is received to replace any state-owned passenger vehicle.
Distribution	Send the original request directly to the GSE Division of Fleet and Mail.
Data	<p>When preparing this form for more than one new vehicle, attach a summary sheet.</p> <p>The GSE Division of Fleet and Mail assigns license numbers.</p>



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

August 3, 2004

GENERAL LETTER NO. 24-D-AP-2

ISSUED BY: Division of Fiscal Management

SUBJECT: Employees' Manual, Title 24, Chapter D, Appendix, **STATE VEHICLES APPENDIX**, Title page, revised; Contents (page 1), revised; pages 1 through 10, revised; page 11, new; and the following forms:

338-0100	<i>Certificate on Non-Availability of State Motor Vehicle</i> , new
338-0083	<i>Fleet & Mail Division Monthly Vehicle Report</i> , revised
433-002	<i>Report of Motor Vehicle Accident</i> , revised
338-0011	<i>Requisition for State Motor Pool Vehicle</i> , revised
338-0046	<i>Vehicle Accident Report</i> , revised
338-0072	<i>Vehicle Assignment Form</i> , new
Unnumbered	<i>Vehicle Mileage Reporting System User Guide</i> , revised
338-0091	<i>Vehicle Request (Cargo Vehicles)</i> , revised
338-0092	<i>Vehicle Request (Passenger Vehicles)</i> , revised

Summary

Chapter 24-D-Appendix, **STATE VEHICLES APPENDIX**, has been updated, reformatted, and revised. This letter transmits the revised material and forms. Instructions and links are also included for the Department of Administrative Services publications, *Fleet Maintenance and Repair Manual* and *Fleet Operations Manual*, which are available on the Internet.

Effective Date

Immediately.

Material Superseded

Remove the entire Chapter D, Appendix, from Employees' Manual, Title 24, and destroy it. This includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	October 24, 1989
Contents (page 1)	October 24, 1989
338-0011	None
1, 2	October 24, 1989

338-0091	1990
3, 4	October 24, 1989
338-0092	1990
338-0083	None
5, 6	October 24, 1989
VDMR User Guide	January 31, 1989
7, 8	October 24, 1989
Standard Operating Procedure for Inter- Department Vehicle Service Support	March 1989
192-0046	None
9, 10	October 24, 1989
433-002	December 1987

Additional Information

Refer questions about this general letter to your service area manager, regional administrator, or institution business manager.



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

April 13, 2007

GENERAL LETTER NO. 24-D-AP-3

ISSUED BY: Division of Fiscal Management

SUBJECT: Management Manual, Title 24, Chapter D, Appendix, **STATE VEHICLES APPENDIX**, Title page, revised; Contents (page 1), revised; pages 1 through 7, revised; and the following forms:

338-0083	<i>Fleet & Mail Division Monthly Vehicle Report</i> , unchanged
433002	<i>Report of Motor Vehicle Accident</i> , unchanged
Unnumbered	<i>Vehicle Accident Report</i> , revised
338-0072	<i>Vehicle Assignment Form</i> , revised
Unnumbered	<i>Vehicle Mileage Reporting System User Guide</i> , revised
Unnumbered	<i>Vehicle Request (Cargo Vehicles)</i> , revised
Unnumbered	<i>Vehicle Request (Passenger Vehicles)</i> , revised

Summary

Chapter 24-D-Appendix, **STATE VEHICLES APPENDIX**, has been updated, reformatted, and revised. This letter transmits the revised material and forms.

Effective Date

Immediately.

Material Superseded

Remove the entire Chapter D, Appendix, from Management Manual, Title 24, and destroy it. This includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	August 3, 2004
Contents (page 1)	August 3, 2004
338-0100	Undated
1, 2	August 3, 2004
338-0083	Undated
3, 4	August 3, 2004
433002	01-01
5, 6	August 3, 2004
338-0011	Undated

Vehicle Accident Report	6/99
7, 8	August 3, 2004
Vehicle Assignment Form	2/89
Vehicle Mileage Reporting System User Guide	March 9, 2001
9, 10	August 3, 2004
Vehicle Request Form (cargo)	2004
Vehicle Request Form (passenger)	2004
11	August 3, 2004

Additional Information

Refer questions about this general letter to your service area manager, regional administrator, or institution business manager.